

Instructional Council Meeting Minutes of September 06, 2007

The Instructional Council met on Thursday, September 06, 2007 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Kathryn Langston, Judy Cannady, Mary Ellen Hawkins, Michael Orf, Rex Whitfield, James Spurlock, Stacy Dale sitting in for Ruby Johnson and Karen Overturf. Those absent were Gin Brown and Wayne Wilson.

Mike DeLong called the meeting to order at 8:30 a.m. Minutes of the last meeting were read. Motion was made by Judy Cannady to approve minutes as written with a second by Mary Ellen Hawkins. Minutes were approved.

There was some discussion on assessment as to how the instructors or using CAT as one way to assess their classes. Copies of the SIR II Instructional Report were passed around for everyone to look at. We will start using these this semester. There were also some questions about getting a Scantron machine to be available for instructors use. It was reported that the one previously used by Judy Sharp may be available and was in the IT Department.

There was a lot of discussion about the Interactive Video classes. Several of the Interactive Video classes this semester are especially large. Rex suggested capping the off-campus sights and leaving transmit sight as is. It was also suggested that when a class gets full on an off-campus sight that there needs to be an instructors there to cover those classes.

There have been several student issues already this semester. Mike DeLong reminded everyone that if they are having a problem with a student to send that students to him to deal with and to be sure to document all information about an incident.

Administrative Council information—

- Everyone needs to be careful about having students grading papers and proctoring tests, this could be a problem with FERPA
- Looking for suggestions to get more male students enrolled—suggestions for programs/courses that men would be more interested in such as ag/science, electrical, heat/air, etc.
- Need to look at the by-laws for faculty council
- Need to look at the Division Chair responsibilities and committee involvement
- Ash Flat and Mountain View with both be advertising for a full-time Secretary

There was more discussion on the pony express system we now have and some of the problems that keep coming up with it. Mike said he would bring it up in Administrative Council again about hiring a courier to deliver to and from all three campuses. Judy suggested the possibility of using the courier that FNBC uses. Mike said he would also look into that.

The AATYC Conference will be October 14-16 this year. Many departments did not budget for the conference this year. The Professional Development and College will pick up the expense this year but everyone was reminded that they need to budget for it next year.

Roundtable—

Judy Cannady asked Mike to send an email to all instructors teaching online that they need to sign up for her online class. Also, there is some question as to whether or not we will leave the College Success class as a one hour class or change it back to a 3 hour class.

Kathryn Langston reports a growth spurt in the business classes. There are 544 students enrolled in business classes this semester. They will be hiring a full-time business instructor for the spring semester.

Mary Ellen Hawkins reports that the traffic in the library is up with approximately 650-700 per week. She also reports that she has been working with the instructors of the College Success classes in getting information about the library to the students.

Michael Orf has the letter ready to send to the local law enforcement asking them to be a part of the CJL Advisory Committee.

The meeting was then adjourned at 10:00 a.m.

Minutes respectfully submitted by,
Karen Overturf